**90+ days in advance**

Decide on possible course topics

Identify possible speakers related to desired course topic

Locate speaker information

Contact speaker

Identify a site to host the course

Check with host site that they are willing to hold course

**At least 90 days in advance**

Fill out speaker contact tracking form

Forward form/emails to chapter office at [office@ppta-hq.org](mailto:office@ppta-hq.org)

**>30 days before course**

Identify hotel with contact information for speaker to stay at

Forward hotel information to chapter office

Identify food provider

Market course to district/local providers

Ensure information on PPTA website is correct for course

Complete the [CE Request Form](https://ppta.memberclicks.net/ce-application-for-events)

**2+ weeks before course**

Confirm details with host site

Identify member from district (or PD Committee Rep) to be present for course

* + - Needs to:
      * Open doors
      * AV system
      * Handouts/Contact hours forms/surveys
      * Give check to speaker
      * Manage food setup
      * Cleanup

Contact speaker to finalize plans (any specific needs?)

**At least 1 week before**

Get forms from chapter office

Confirm details with member present for course

Contact speaker and provide them:

* + - Directions
    - Any questions
    - Contact number for weekend of course

**Day/morning before course**

Hang up signs for where course is being held

**At course**

Speaker greeting

System set up (AV/sound/etc)

Sign in/out sheets

Handouts

Food setup

Contact hour forms

Surveys

Clean up

**After course**

Forward all information/papers to chapter office at [office@ppta-hq.org](mailto:office@ppta-hq.org)